Art Gallery Application
Biblioteca de Boquete ☐ Phone number: 720-2879
E-mail: admin@biblioboquete.com

Date of the event: _____

Name of the organization or individual responsible: _____

Name of the program or event: _____

Contact: _____ Telephone: _____

Address: _____E-mail: _____

¿Is this exhibit open for public? Choose: YES / NO

ARRIVAL TIME: _____ EVENT START TIME: _____
EVENT FINISH TIME: _____ EXIT HOUR: _____
APPROXIMATE NUMBER OF ASSISTANTS: _____

The artist responsibilities are:

1. To hang and take off their artworks during the times approved by the Library. Each time a piece is taken off or sold; the artist must sign in the reception approving its exit.
2. To hand in a list of all the items with their prices and the percentage that will be donated to the Library (30% of each piece.)
3. All the profit will be given directly to the artist. Or the artist can assign an agent that lives near the Library to manage the sales.
4. In absence of the artist or the agent, the Library can ask the client to write two checks: a first one, for the artist; and a second one, for the percentage assigned by the Library (20% of each piece), in the name of Biblioteca de Boquete Foundation.
    All checks or cash that are not directly received by the artist will be kept by the Library until he/she can come pick it up.

5. Label each piece with its title, price, number, contact information and percentage donated to the Library. This label will be placed beneath every artwork.
6. Send through and e-mail all the material needed (event flyer in image format, brief biography of the artist) to promote the event (Library's Facebook and Web Page).
7. In the opening date, if the artist wishes, he/she can offer a snack for the reception. At the end of the exhibit, the organizers will place all the garbage in plastic bags and leave it in the ground floor.
8. Create a flyer for the opening with information in both English and Spanish.
9. In case of clients interested in reserving a piece, they must pay 25% of the art cost as a credit. This credit will be discounted of the final purchase. If the buyer changes opinion, the credit will not be refunded.

I agree to these policies,

_____   _____

Signature   Date